

**ARUSHI SARKAR**

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**CAREER OBJECTIVE:**

To enhance my working capacities, professional skills, business efficiencies and to serve my organization in best possible way with sheer determination and commitment. Served my organization in planning, developing, and launching efficient financial, marketing and operations processes in accordance with the core organization business objectives. Suggested and implemented technology-based cost-effective procedures and work towards bringing constant innovation among them. Facilitated business objectives by supporting and ensuring the successful completion of analytical, building, testing and deployment tasks.

**SUMMARY:**

- Involved in requirement gathering by conducting formal interviews, surveys, questionnaire, and joint application development (JAD) sessions with the subject matter experts (SME's) and stakeholders of the projects.
- Experience in writing and executing SQL Queries for Databases such as Oracle, and MySQL. Expertise in creating Use Case diagrams, Wireframes, Process flow diagrams, Activity diagrams, Sequence diagrams based on UML Methodology and business process flow diagrams As- Is, To- Be process using MS Visio.
- Hands on experience on facilitating and gathering requirements with several elicitation techniques: Document Analysis, Wireframing, Interface Analysis, Prototyping, Observation, Survey, Interview, Brainstorming, Root cause analysis, Focus Group and Requirements workshop.
- Possesses extensive experience in acting as the liaison between the business, development teams and other relevant stakeholders to create clear product strategy, create detailed backlog new systems and enhancements, support the implementation of the project and create processes for production support.
- Experienced in performing Business Process Reengineering/Gap Analysis to check the compatibility of the existing system infrastructure with the new business requirements.
- Thorough understanding of n-tier architecture, understanding of request and response flow. Understanding appropriate technologies for business requirements (SOAP, REST, AJAX, PYTHON, JSON, and XML). Gathered requirements for Client-Side Validation, and Server-Side Validation. Experience in API documentation.
- Experienced in project management using MS Project and assisted project manager in detailing the schedules of tasks for a project and handling interdependent tasks and issues related with it.
- Efficient in translating Business Requirements into Functional and Non-Functional Requirements using UML diagrams MS Office Suite (including Excel and Word). Experience with Trello.
- Generated Excel spreadsheet with Pivot Table to record report architect and monitor activities. Documented approved change controls to add them into business design.
- Experience in Migration Projects, performing GAP Analysis, creating Software Specific Documents, and assisting the database and security team in back-up and securing the company's digital artifacts.
- Reviewed and streamlined existing CRM processes, information, and data requirements to ensure accurate adoption metrics reporting. Deactivated users to release licenses.

- Interacted with department heads to finalize business requirements, functional requirements and technical requirements and also created Business process model.
- Owned the sprint backlog, User stories prioritization and worked with the PO to identify the feature and writing specifications.
- Made effective use of the agile development methodology by dividing the requirement into sprints.
- Involved in testing the step-up authentication for domains having sensitive data.
- Complete special projects as requested, new business requests for pricing (RFP) proposals, cost analysis of lease VS buy, temporary labour workforce expense, and machine upgrade or alternative costs
- Worked with representatives from Business segment to discuss and document SLA, website security and business workflow requirements.

### **EXPERIENCE/ TECHNICAL COMPETENCY:**

**(November 2020 - Present)**

**ITyX Group AG**

**Pune, MH**

**ITyX Group is a leading international specialist in the field of intelligent digitization of font-based communication - with unique expertise in artificial intelligence (AI) and machine learning. It pioneers in artificial intelligence, IPA software (intelligent process automation) and are able to automate all corporate text-based processes. My responsibility here is to establish communication between off shore team and clients. I did participate in code augmentation and gave my inputs in product planning and creating roadmaps. I wrote requirements specifically for the product and scoped objectives for future developments to make the product more efficient and user friendly coupled with latest technology**

#### **Business Analyst:**

- Gathered requirements by conducting formal interviews, surveys, questionnaire, and joint application development (JAD) sessions with the subject matter experts (SME's) and stakeholders of the projects.
- Identified and defined the business need, problem definition and approach. Proactively identify improvements that would increase efficiency or productivity in work effort, processes or application features.
- Created Unified Modelling Language (UML) diagrams for Business Process Modelling like Activity Diagrams, Sequence Diagrams, Wireframes, Data Flow Diagrams, and Flow Charts.
- Conducted User Acceptance Testing (UAT) to ensure all the business requirements have been fulfilled by the application.
- Created functional requirements of systems to improve quality, performances, external interfaces, and constraints. Outlined requirement specifications with the use of standard templates for use cases and documented the As-Is and To-Be process. Monitored changes to baseline requirements with the use of effective application of change control processes and tools.
- Implemented project using the Waterfall methodology to deliver in the different phases of the Software Development Life Cycle (SDLC).
- Communicated with the stakeholders and developers to understand the scope of the project and helped in code augmentation in python

- Prepared Business Requirement Document (BRD) and then converted business requirements into Functional Requirements Specification (FRS).
- Made wireframes to produce to clients and development team.
- Created and maintained Use Cases, visual models, including activity diagrams, logical Business process models, and sequence diagrams using UML.
- Was responsible for coordinating and communicating with end users across multiple applications for testing preparations. Performs including creating, customizing, and modifying test script requirements and monitoring and updating scripts.
- Performed Business Process Reengineering/Gap Analysis and product planning to check the compatibility of the existing system infrastructure with the new business requirements.
- Collected, monitored and studied data to create custom reports that help control costs, identify process slowdowns and ensure compliance with industry standards.
- Worked in partnership with Product Owners, End users and Development teams, documenting use cases, functional specifications, source to target mappings that capture business data and reporting requirements.

**(June 2016- June 2019)**

**ConsultADD Inc.**

**Pune, MH**

**ConsultADD Inc is a niche in IT Training, Recruiting and Consulting solution provider for global clients in diverse vertical and horizontal streams such as Finance and Accounting, IT, Healthcare, Financial services, Human Resource and knowledge process outsourcing and staffing. My responsibility here is to assist in development of web and mobile CRM platform which takes care of our employees current status, their details, talent management , skill sets , current spread etc.**

**Business Analyst:**

- Was involved in requirement gathering by conducting formal interviews, surveys, questionnaire, and joint application development (JAD) sessions with the subject matter experts (SME's) and stakeholders of the projects.
- Created functional requirements of systems to improve quality, performances, external interfaces, and constraints. Outlined requirement specifications with the use of standard templates for use cases and documented the As-Is and To-Be process. Monitored changes to baseline requirements with the use of effective application of change control processes and tools.
- Identified and defined the business need, problem definition and approach. Proactively identify improvements that would increase efficiency or productivity in work effort, processes or application features.
- Created Unified Modelling Language (UML) diagrams for Business Process Modeling like Activity Diagrams, Sequence Diagrams, Data Flow Diagrams, and Flow Charts.
- Conducted User Acceptance Testing (UAT) to ensure all the business requirements have been fulfilled by the application.

- Implemented internal Standard Operating Procedures (SOPs) in Procurement, control of the workflows in the Procurement Unit.
- Implemented project using the Waterfall methodology to produce artifacts in the different phases of the Software Development Life Cycle (SDLC).
- Communicated with the stakeholders to understand the scope of the project, gathered and documented the requirements.
- Developed, maintained and provided key reports - forecasting reports, updated pricing reports, Vendor management reports to the purchasing and planning team.
- Prepared Business Requirement Document (BRD) and then converted business requirements into Functional Requirements Specification (FRS).
- Completed a thorough customer analysis and prepared a Request for proposal (RFP) document and got the shortlisted vendor document signed off. Finally, CRM was decided upon by the stakeholders among shortlisted as final implementation customer
- Created and maintained Use Cases, visual models, including activity diagrams, wireframes, logical Business process models, and sequence diagrams using UML.
- Was responsible for coordinating and communicating with end users across multiple applications for testing preparations. Performs including creating, customizing, and modifying test script requirements and monitoring and updating scripts.
- Performed Business Process Reengineering/Gap Analysis to check the compatibility of the existing system infrastructure with the new business requirements.
- Collected, monitored and studied data to create custom reports that help control costs, identify process slowdowns and ensure compliance with industry standards.
- Worked in partnership with Product Owners, End users and Development teams, documenting use cases, functional specifications, source to target mappings that capture business data and reporting requirements.
- Evaluated business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions.
- Wrote and Executed SQL Queries for Databases such as Oracle, and MySQL. Expertise in creating Use Case diagrams, Process flow diagrams, Activity diagrams, Sequence diagrams based on UML Methodology and business process flow diagrams As- Is, To- Be process using MS Visio.
- Engaged with internal teams to understand architecture implications for new project work. Also wit business users to understand needs, using domain knowledge to provide recommendations in agile methodology.
- Identified alignments and gaps between end user requirements and system capabilities and supported multiple projects simultaneously across cross-functional teams.
- Hands on in wire framing and features mapping also translating and simplifying requirements
- Provided project progress report to upper management.
- Have worked in BPI(Business Process Improvement), Process Mapping, Gap Analysis, As-IS and To-Be processes.
- Wrote SOW, FRD, BRD, SQL, Test Cases, UAT and Use Cases. Did heavy documentation and reporting.
- Generated Excel spreadsheet with Pivot Table to record report architect and monitor activities. Documented approved change controls to add them into business design.
- Key Qualities include effective Written and Verbal Communication skills to communicate with key stakeholders include Product Owners from Business Side and Systems Development/Systems Integration Group.

**SKILL SET :**

Microsoft word, Microsoft excel, Microsoft power point, Microsoft Office 365, MS office suite, MS Project, MS Visio, UML, Agile, JIRA, SQL, Python, Oracle, Wireframes, SDLC, SWOT

**EDUCATION QUALIFICATION:**

Bachelors in Engineering, RGPV, 2016

**PERSONAL DETAILS:**

**DATE OF BIRTH:** 24th January 1995

**LANGUAGES KNOWN:** English, Hindi, Bengali, French

**PERMANENT ADDRESS:** Lotus 687, Ruchilifescapes, Jatkhedi, Bhopal 462026

**MARITAL STATUS:** Single